

--

--	--	--	--	--

--	--	--	--

INFORMATION AND COMMUNICATION TECHNOLOGY

0417/03

Paper 3 Practical Test

October/November 2010

2 hours 30 minutes

Additional Materials: Candidate Source Files

READ THESE INSTRUCTIONS FIRST

Make sure that your **Centre number, candidate number** and **name** are written at the top of this page and are clearly visible on every printout, before it is sent to the printer. Printouts with handwritten information will **not** be marked.

DO **NOT** WRITE IN ANY BARCODES.

Carry out **every** instruction in each step.

Steps are numbered on the left hand side of the page. On the right hand side of the page for each step, you will find a box which you can tick (✓) when you have completed it; this will help you track your progress through the test.

At the end of the exam put this **Question Paper** and **all** your printouts into the Assessment Record Folder.

If you have produced rough copies of printouts, these should be neatly crossed through to indicate that they are **not** the copy to be marked.

This document consists of **8** printed pages.

✓

1 Create a new word processed document. You will use this to show screen shots of how you have completed the tasks. ☐

2 Place your name, Centre number and candidate number in the header of this document. ☐

Save this with the filename **Evidence** in your work area.

You work for a company called Hothouse Design. You are going to manipulate a spreadsheet about some holiday bookings for a client called The Relaxing Holiday Company.

3 Using a suitable software package, load the file **NXSHEET.CSV** ☐

4 Place your name, candidate number and Centre number in the header. ☐

5 In the *Destination* column use a lookup function to show the destination name in full. Use the *Code* column for the lookup value and the file **NXDEST.CSV** for the array. This function must include both absolute and relative referencing and must not use a named range. ☐

Replicate this function so that the destination name is shown in full for each of the codes.

6 Create a named range for the cells D25 to D98 inclusive. Call this range **DC** ☐

Take a screenshot to show this named range includes these cells. Include this screenshot in the document created in step 1.

7 Create a named range for the cells E25 to E98 inclusive. Call this range **DI** ☐

Take a screenshot to show this named range includes these cells. Include this screenshot in the document created in step 1.

8 Create a named range for the cells F25 to F98 inclusive. Call this range **DU** ☐

Take a screenshot to show this named range includes these cells. Include this screenshot in the document created in step 1.

9 In cell C2 use a function to count the number of trips to the destination where the value in the *Dcode* column matches the contents of cell B2. This function must use the correct named range. ☐

Replicate this function into cells C3 to C8 to calculate the number of trips booked to each of the other destinations.

10 In cell D2 use a function to add the total number of days (using the *Duration* column) booked for this destination. This function must use the correct named ranges. ☐

Replicate this function into cells D3 to D8 to calculate the total number of days booked for the other destinations.

11 In cell E2 use a formula to calculate the average duration of the holidays booked to this destination. Use the values in cells C2 and D2 to help you. ☐

Round this value to a whole number.

Replicate this formula into cells E3 to E8.

12 Set the page orientation to landscape. ☐



- 13 Save the data model and print a copy of cells A1 to E8 only, showing the formulae used. Make sure that the contents of all these cells are visible and that the printout fits on a single page wide. ☐
- Make sure that your name, Centre number and candidate number are printed in the header of the page.
- 14 For each month of the year, calculate the average duration of holidays starting in that month. You may use rows 10 to 22 to help you. ☐
- Save the data model.
- Use this data to create a vertical bar chart.
- 15 Label this chart with the title **Average holiday duration per month** ☐
- 16 Make sure that all category axis labels are fully visible and there is no legend. ☐
- 17 Save this chart in a format that can be imported into a presentation authoring package. ☐
- 18 Print a copy of this chart. ☐
- Make sure that your name, candidate number and Centre number are printed with this chart.
- 19 Using the spreadsheet saved in step 14, format only the cells in rows 1 and 24 to be right aligned. ☐
- 20 Format only the cells in rows 1 and 24 so that they are underlined and italic. ☐
- 21 Set the page orientation to portrait. ☐
- 22 Hide rows 10 to 23 inclusive. ☐
- 23 Interrogate the data to find all the items where the Dcode is CUB or USA and the discount is Y. ☐
- Print this data, showing the values and labels in full.
- Make sure that your name, Centre number and candidate number are printed in the header of the page.



You are going to edit a webpage and manipulate the objects within it.

- 24 Download the following files to your own work area: ☐
- NXBACK1.JPG**
NXBOARD1.JPG
NXFOOTER.JPG
NXIMG1.JPG
NXIMG2.JPG
NXIMG3.JPG
NXIMG4.JPG
NXIMG5.JPG
NXIMG6.JPG
NXLIFT.JPG
NXSNOW.HTM
NXSTYLE1.CSS
NXSTYLE2.CSS
NXSTYLE3.CSS
NXTITLE.JPG
- 25 Open the image **NXBACK1.JPG** in a suitable application. This will be manipulated to create the background image to be used in the stylesheet. ☐
- 26 Resize the image so that it is 1024 pixels wide. Maintain the aspect ratio of the image. Show a screenshot of this in the document you called **Evidence** in step 1. ☐
- Save this image as **NXBACK2.JPG**
- 27 Reduce the image resolution, if necessary, to ensure that the stored image is no larger than 250kb. ☐
- Save the image as **NXBACK3.JPG**
- Show screenshot evidence of the file size of these images.
- 28 Open the image **NXBOARD1.JPG** in a suitable application. This will be manipulated before being placed on the page. ☐
- 29 Crop off the right side of the image so that it is 400 pixels wide and 1000 pixels high. Save this image as **NXBOARD2.JPG** ☐
- Show evidence of this in the document you called **Evidence** in step 1.
- 30 Using a suitable software package, open the file **NXSNOW.HTM** ☐
- 31 Replace the text *Candidate name, centre number, candidate number* with your name, Centre number and candidate number. ☐
- 32 Change the html code so that the image **NXBOARD2.JPG** is 150 pixels wide, maintaining its aspect ratio. ☐
- 33 Replace the text *Place anchor here* with an anchor called **TOP** ☐
- 34 Make only the words *Click Here* a hyperlink to the anchor called **TOP** ☐
- 35 Select the most appropriate images from the ones you downloaded in step 24 and use this to replace the words *Ski holidays* in the bottom table. ☐

✓

- 36 Select the most appropriate image from the ones you downloaded in step 24 and use this to replace the words *Snowboard holidays* in the bottom table. ☐
- 37 Select the most appropriate images from the ones you downloaded in step 24 and use this to replace the words *Learn to ski* in the bottom table. ☐
- 38 Make sure that each of the images placed in steps 35 to 37 are 160 pixels wide and maintain their aspect ratio. ☐
- 39 Replace the words *Contact us* with the image **NXIMG2.JPG** ☐
- 40 Resize the image to 160 pixels wide and 160 pixels high. ☐
- 41 Create a hyperlink from the image **NXFOOTER.JPG** to point to the website, which should open in a new window called **_hosting** ☐
- 42 There are 3 stylesheets available for you to use. The first has been attached to the webpage already. Select the most appropriate stylesheet for this website. Note down your reasons for selecting this stylesheet as you will need these reasons later. ☐
- 43 Save the webpage as **NXSNOW1.HTM** ☐
Print a copy of the HTML source.

Open this page in your web browser. Print screenshot evidence of this page.

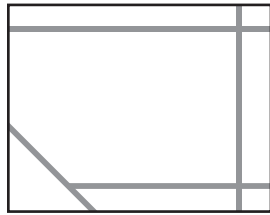
You may use more than one printout to make sure that the entire page is visible.

You are going to create a short presentation about your work.

- 44 Import the file **NXPRES.RTF** and place the text as slides in your presentation software. ☐
Remove any blank slides.
(This should provide four slides, each containing a title and some bullet points.)
- 45 Move slide 4 so that it becomes slide 1. ☐
- 46 Remove the bullet from the first line of the bulleted list on the first slide. ☐
- 47 Remove the bullet from the first line of the bulleted list on the third slide. ☐

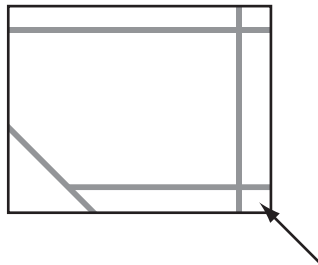


- 48** The master slide must have a white background with one vertical yellow stripe, two horizontal yellow stripes and one diagonal yellow stripe. Each stripe should be about 6 points wide. It should look like this:



(If you do not have a colour printer, choose a shade of yellow which makes the lines clearly visible when printed in greyscale.)

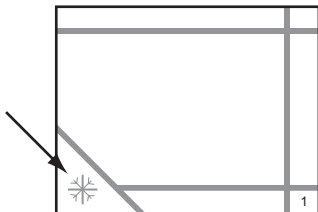
- 49** Include an automated slide number in the bottom right of the footer of the master slide. Make sure that it does not overlap any of the lines added in step 48.



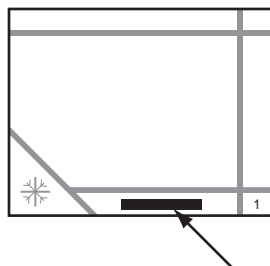
- 50** Place a clipart image of a snowflake, skier or snowboarder as a logo in the bottom left corner of the master slide.



The logo must be resized so that it will not overlap the diagonal line added in step 48.

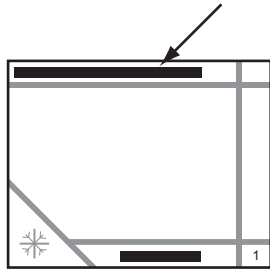


- 51** Enter your name, Centre number and candidate number, centre aligned below the bottom yellow line of the master slide. Use a black, 18 point, serif font. It should look like this:





- 52 Enter the text **The Relaxing Holiday Company** as a title above the yellow line, in the top left corner of the master slide. Use a black, 28 point, serif font. It should look like this:



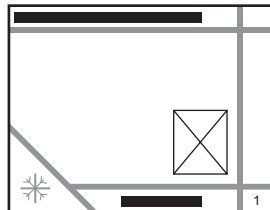
- 53 Make sure that on all slides no objects overlap any of the master slide items. ☐

- 54 On slide 2 replace the text *Answer 1 here* with the filename of the most appropriate stylesheet for the website, chosen in step 42. ☐

- 55 On slide 2, place the image **NXLIFT.JPG** in the bottom right corner. ☐

Resize this image so that it fills half of the available vertical space. Maintain its aspect ratio.

Make sure that this image does not overlap any other items on the page. It should look like this:



- 56 On slide 3 replace the text *Reason 1 here* and *Reason 2 here* with brief explanations of why you think this is the most appropriate stylesheet. ☐

(Use your notes from step 42 to help you.)

- 57 On slide 4 add the chart created in steps 14 to 18. ☐

Make sure that these objects do not overlap any of the master slide items.

- 58 Save the presentation using a new filename. ☐

Print the presentation with two slides on each page.

- 59 Save and print the document you called **Evidence** in step 1. ☐

After the examination time – on the html printouts of your webpage

Highlight those portions of the code which show that:

- your name, Centre number and candidate number are present on all printouts
- the external style sheet is attached to the webpage
- the image **NXBOARD2.JPG** has a width of 150 pixels and has its aspect ratio maintained
- the anchor **TOP** has been placed
- the hyperlink from **NXFOOTER.JPG** opens the Hothouse website in a new window called **_hosting**
- the hyperlink from the text 'Click Here' links to the anchor '**TOP**'

Write today's date in the box below.

Date

Permission to reproduce items where third-party owned material protected by copyright is included has been sought and cleared where possible. Every reasonable effort has been made by the publisher (UCLES) to trace copyright holders, but if any items requiring clearance have unwittingly been included, the publisher will be pleased to make amends at the earliest possible opportunity.

University of Cambridge International Examinations is part of the Cambridge Assessment Group. Cambridge Assessment is the brand name of University of Cambridge Local Examinations Syndicate (UCLES), which is itself a department of the University of Cambridge.